

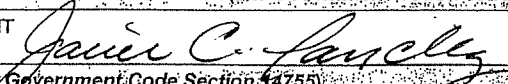

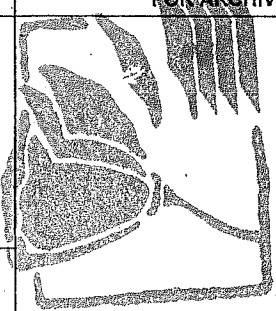


## RECORDS RETENTION SCHEDULE

STATE OF CALIFORNIA -- DEPARTMENT OF GENERAL SERVICES  
STATE RECORDS PROGRAMSubmit three copies to: Department of General Services, California Records and Information Management, 344 N. 7<sup>th</sup> Street, Sacramento, CA 95814.

(1) DEPARTMENT, BOARD OR COMMISSION Forestry and Fire Protection		(2) AGENCY BILLING CODE 013214		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION Siskiyou Unit		(5) ADDRESS 1809 Fairlane Road/P.O. Box 128, Yreka, CA 96097			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER CAL FIRE 07-1101	(10) SCHEDULE DATE 11-01-07	(11) NUMBER OF PAGES 8	(12) CUBIC FEET (Total Schedule) 195
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER CDF-97-10-214	(14) APPROVAL NUMBER 98-079	(15) APPROVAL DATE (S) 3/10/1998	(16) PAGE NUMBER(S) REVISED ALL
(17) MISSION/FUNCTIONAL STATEMENT To protect lives, property, and natural resources from fire and environmental degradation. Reporting HQ for Siskiyou Unit Headquarters, Deadwood Conservation Camp, Fort Jones, Hornbrook, Macdoel, Weed, McCloud, Pondosa and Yreka Forest Fire Stations.					
<b>PART I – AGENCY STATEMENTS</b>					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS 		(19) TITLE Assistant Chief-Administration		(20) PHONE NUMBER 530-842-3516	(21) DATE SIGNED 8/22/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST 		(23) CLASSIFICATION 33A	(24) NAME (Printed or Typed) Donna Kazman	(25) PHONE NUMBER (916) 324-7087	(26) DATE SIGNED 10/30/07
<b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>					
(27) SIGNATURE - CALRIM CONSULTANT 		(28) APPROVAL NUMBER 08-064		(29) DATE SIGNED 2/26/2008	(30) EXPIRATION DATE 2/26/2013
<b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE 		(34) DATE SIGNED 3/10/08			

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ITEM #	CUBIC FEET	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1.	4	NOTIFY ARCHIVES	Fire Protection, General & Administrative correspondence	P		3			3		CAL FIRE Policy. Archives hold. <i>Keep 3 yrs or until superseded recycle after.</i>
2.	8	NOTIFY ARCHIVES	Fire Control, General and Correspondence	P		Active & 1	2		Active & 3		Active during fire season. Retain 3 years after. CAL FIRE Policy. Archives hold.
3.	3.5		ECC, telecommunications, FC 101's, COM files, AO-366, dispatch and flight records.	P		Active & 1	2		Active & 3		Active during fire season. Retain 3 years after. CAL FIRE Policy. Archives hold.
4.	1.5		FC 34's, Interagency report of incident and dispatch action.	P		Active & 1	4		Active & 5		Active during fire season. Retain 5 years after. CAL FIRE Policy.
5.	1.5		FC 40 Copies, Incident cost packet	P		Active & 1	4		Active & 5		Active during fire season. Retain in 5 years after. CAL FIRE Policy.
6.	4	NOTIFY ARCHIVES	Fire Prevention, General & Correspondence, Volunteer in Prevention.	P		1	3		4	X	CAL FIRE Policy, Forward to State Archives, GC 6254. Line item 4 on previous schedule.
7.	1		Fire Safety Inspections LE-38A, LE-100, With citation	P		5			5	X	CAL FIRE Policy. Handbook 9000, Chapter 9211, GC 6254. Line item 5 on previous schedule.
8.	2		LE-38A, LE-100 without citation	P		1			1	XI	CAL FIRE Policy. GC 1798, GC 6254. Line item 6 on previous schedule.
9.	1.5		Hazardous zones maps, plans, blueprints, checks, subdivisions.	P		Current	3		Current & 3		Current until superseded. Only replace when needed. CCR 1220 PRC 4101. Line item 7 on previous schedule.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
10	9	NOTIFY ARCHIVES	Law Enforcement (general and correspondence) LE-66's and Case Reports.	P		3			3	X	CAL FIRE 9000, 9400. Confidential destruction GC 6254, CC 1798.40. Archives hold. Line item 8 on previous schedule.
11	2	NOTIFY ARCHIVES	Cooperative Fire Contracts between Local, Federal and State. Schedule A and Amador.	P		5			5		CAL FIRE Policy. Line item 9 on previous schedule. <i>CAL FIRE 8500</i>
12	15		Automotive Management, Mobile Equipment, all documents related to usage of vehicles, STD 271, 272, 273 Accidents-vehicle STD 270(copies)	P		Active	1		Active & 1		Retain at least one year from end of fiscal year. Line item 10 on previous schedule.
13	5		Review of state driver accident STD 274.	P							Retain until disposition of automobile is made. After that destroy after audit or four years or audit whichever comes first. Line item 21 on previous schedule.
14	7	NOTIFY ARCHIVES	Resource Management, General & Administrative Correspondence	P		1	2		3		Retain 1 year in office and 2 years in department storage. Line item 11 on previous schedule.
15	1		CFIP Contracts	X		Active & 2	7		Active & 9		Active contract 5 years and 2 in office. Retain 7 years in storage. Microfilm and paper. Line item 12 on previous schedule.
16	4		Forest Practice, Enforcement investigations. Notices intent correct action, litigation reports, statements charges, information on misdemeanor acts related to violations.	P		Active & 1	2		Active & 3	X	Active until case closed. Retain in department storage 2 more years. Confidential destruction. GC 6254. CC 1798.40. Line item 13 on previous schedule.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
17	60		Timber Harvest Plans, work papers in region and area offices read only ROMS going to ranger units.	P	V	Active	5		Active & 5		PRC 4581-92, 4555, 4561. Active until completion of operation or termination of plan (Vital protection microfilm in region offices) CCR 895.1, 912.9. Line item 14 on previous schedule.
18	1		Timberland conversions (originals in region offices).	P		Active & 1	2		Active & 3		CCP 338. Active until conversion completed a no further action planned. CCR 1100, PRC 46: 28. Line item 15 on previous schedule.
19	2		Vegetation Management, prescribed burning contracts, copies only	X		1	1		2		CAL FIRE Policy. Line item 16 on previous schedule. <i>CAL FIRE 5022.</i>
20	1.5		Management Services, General & Administrative, correspondence	P		3			3		CAL FIRE Policy. Recycle. Line item 17 on previous schedule. <i>Keep 3 years and recycle.</i>
21	10		Accounting, Reports	P		2	2		4		SAM 1600, Retain 2 years in office then 2 more years in department storage. Recycle after aud or 4 years whichever first. Line item 18 on previous schedule.
22	2		Accounting Miscellaneous General and Correspondence	P		2	2		4		SAM 1600, Retain 2 years in office then 2 more years in department storage. Recycle after aud or 4 years whichever first. Line item 19 on previous schedule.

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23	3		Calstars Reports	P		2	2	-	4		Recycle after 4 years. Copies on COM. Line item 20 on previous schedule.
24	1.5		Budgets	P		2	2		4		Recycle after audit or 4 years, whichever first. SAM 1600-3. Line item 23 on previous schedule.
25	2		Real Property Lands, station leases, surveying, cap outlay, buildings, improvements, mountain top vaults, repeaters, copies.	P		Active	4		Active & 4		Active while owned. After audit or 4 years forward to Technical Services, Sacramento for permanent storage. SAM 1600-3. Line item 24 previous schedule.
26	1		Contracts, interagency agreements (copies only)	P		Active & 2			Active & 2		Active until contract expires or terminated. Retain 2 years department storage. Recycle. Originals in Sacramento. Line item 25 on previous schedule.
27	8		Procurement/supply. STD 65's, MRTs, (F-72), Purchase estimate (Std. 66) CalCard	P		Active & 2	2		Active & 4		Active until encumbrance liquidated. Recycle after audit or 4 years, whichever first. Line item 26 on previous schedule.
28	1		Federal Excess Personal Property Inventory sheets, SF 120, SF 122, all required documentation on the property	P		Active & 3			Active & 3		Forest Services Handbook 409.32. Active until disposal of property. Transfer to FEPP in Sacramento for permanent storage. Recycle. Line item 27 on previous schedule.

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
29	6		Training/Safety, Individual Training Records (ITR) employees	P		Current			Current	XI	Current until superseded. Confidential destruction. GC 6254, CC 1798.3 (incomplete automation) Line item 28 on previous schedule
30	2		Personnel, General correspondence, job related	P		1	2		3	XI	SAM 1600 Retain no longer than 3 years giving consideration to timeliness, relevance, and necessity. Confidential destruction, CC 1798, GC 6254. Line item 29 on previous schedule.
31	1.5		Worker's Compensation (IDL, NDI, EIDL)	P		Active & 2			Active & 2	X	Active until settlement. Then 2 more years. CC 3204, confidential destruction. GC 6254. DON FILE IN EMPLOYEE'S OFFICIAL PERSONNEL FOLDER. Line item 30 on previous schedule.
32	3		Payroll, SCO 680, STD 671, std 650, std 686, std 687, HBD-12	P		2	2		4		See specifics in SAM 1600 AT-1. Line item 31 on previous schedule.
33	10		Attendance Reports CAL FIRE 681, E-Pay time sheets, FC-33's, std 634, cal fire 634	P		Pay period & 2	3		Pay period & 5	XI	Pay period and 5 years. Confidential destruction GC 6254, CC 1798.3. Line item 32 on previous schedule.
34	.5		Hiring-Probes/individual development plans; STD: 636-637	P		Current & 3			Current & 3	XI	Current until superseded EXCEPT IF POSSIBLE ADVERSE ACTION KEEP 3 YEARS. Confidential destruction. GC 6254; CC 1798.3 Line item 33 on previous schedule.

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35.5			Certs, Eligible STD 664	P	3				3		Recycle after SPB audit or 3 years, whichever first. Line item 34 on previous schedule.
36.10			Official Personnel Folders (Active)	P	Active				Active	XI	Active until separation. Confidential destruction GC 6254, CC 1798.34. Line item 35 on previous schedule.
37.3			Disability retire/disciplinary termination, resigned with fault. AWOL	P	Active				Active	XI	Active until employee reaches age 70. Confidential destruction. CC 1798. GC 6254. Line item 36 on previous schedule.
38.1			Records Management Records Retention Schedule Approval Request and Records Retention Schedules (State agency Std. Forms 73) Program Records Copies	P	Current				Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current. Line item 37 on previous schedule.
39.			STD 70 - Records Inventory Worksheet	P	Current				Current		Retain as current until next inventory. Line item 38 on previous schedule.
40.			STD 71 - Records Transfer List	P	Current				Current		Retain as current until all records listed have been either destroyed, retired permanently, transferred to the State Archives or when no longer needed, whichever is later. Line item 39 on previous schedule.

